



Confidential Material

In accordance with the rule 326 IAC 17.1, to claim a document as confidential, several steps must be followed.

A person submitting a document to the department must make a claim of confidentiality at the time of each submittal. Even if the previous year's emission statement was claimed as confidential, this year's document must be marked confidential to remain confidential.

Submitter must:

1. Identify whether the information is confidential and state the basis for the claim.
2. Place the confidential material in a sealed envelope marked "confidential" and place the confidential envelope inside a separate envelope to be mailed to IDEM. Mark on the envelope "Emission Statement". In the case of a diskette, a cover letter stating that the diskette contains confidential information is sufficient, but still needs to be placed in a separate envelope marked confidential.
3. Either hand deliver the private material or send it in by registered mail, express mail, regular mail, or by private carrier to:
IDEM
Office of Air Quality
Attn.: Emission Statements
100 N. Senate Ave.
Indianapolis, IN 46206-6015

Claims of confidentiality are subject to determination by the Commissioner in accordance with the criteria set forth in the department's regulation (326 IAC 17.1).